

VACANCY ANNOUNCEMENT

(Announcement Number: 14-02)

The American Embassy in Kathmandu is seeking an individual for the position of Administrative Assistant.

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant

OPENING DATE: January 27, 2014

CLOSING DATE: February 10, 2014

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent performs a full range of administrative and logistical support functions for the Embassy's Medical Unit. Working closely with a team of medical professionals, the incumbent is responsible for arranging medical appointments both internally and externally; maintaining medical records and the unit's calendar; handling incoming/outgoing mail, email and telephone calls; preparing monthly statistical reports; ordering medical supplies; and ensuring confidentiality of all medical information. The incumbent prepares time and attendance reports for the Medical Unit staff and carries out other projects as necessary.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Secondary School is required.
2. At least 3 years of experience in an administrative position involving coordination work and customer service responsibilities is required.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. Knowledge of medical terminology and pharmaceutical items is required. Working knowledge of computer programs such as Microsoft Word, Outlook, Excel, and Power Point is required.

5. The ability to manage office operations is required. The ability to work well with medical professionals and patients from both the US and Nepal is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm1@state.gov (write “Application for Administrative Assistant (MED Unit)” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Administrative Assistant (MED Unit)”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement.